

## **TOWN OF TIVERTON, R.I. JOB DESCRIPTION**

**POSITION:** Beach Attendant  
**REPORTS TO:** Beaches Coordinator  
**COMPENSATION:** As advertised  
**TYPE OF EMPLOYMENT:** Hourly

### **POSITION SUMMARY:**

The Beach Attendant is responsible for accurately collecting and reconciling revenue and parking reports while providing exceptional customer service for all beach patrons. They are also responsible for helping to ensure the cleanliness of the beaches and related facilities.

### **POSITION DUTIES:**

- Maintain a strong customer service focus by consistently demonstrating a pleasant, friendly, and professional demeanor with all patrons and co-workers.
- Be attentive to the tasks at hand. This includes acknowledging patrons immediately and maintaining accuracy and composure while under pressure. Use of cell phones and other electronic devices is prohibited while on duty except during emergency situations. The safety and well-being of our patrons is your primary function. Your use of social media or playing games on electronic devices while on duty is not a permissible or allowed use of Town time.
- Maintain a clean and neat work environment. The work environment consists of the beach gate, parking area, trash receptacles and restrooms. Staff will also be required to assist with removing loose trash from the beach and depositing it in the trash receptacles.
- Follow all attendance standards as set forth by Beaches Coordinator.
- Complete necessary administrative tasks including collecting and reconciles revenue accurately, categorizing data/tickets for audit purposes and completing a shift report.
- Follow site specific safety and security procedures. Practice preventative safety procedures as set forth by Beaches Coordinator and report all accidents and incidents observed during shift.

In conducting these duties, the Beaches Attendant will adhere to the guidance provided by the Town Council through ordinance, and the Tiverton Beaches and Recreation Commission and Town Administrator with respect to priorities, policies, and procedures.

### **QUALIFICATIONS:**

- At least 15 years of age, with state-required employment documentation.
- A high level of energy, organization, and a strong customer service mentality.
- Must be able to effectively present information in one-on-one and small group situations to patrons and other employees of the organization.
- Must be able to read and write standard English language and read and comprehend simple instructions, short correspondence, and memos.
- Must have the ability to access and communicate via email/text.
- General math and accounting skills preferred.
- Reliable transportation is required.
- CPR and First Aid certification preferred.

**WORK CONDITIONS:**

The Beach Attendant will require physical presence at Tiverton beaches, and thus the employee must be able to be physically active, including walking, being in the standing position for long periods, bending, twisting, and lifting up to 25 pounds, all under seasonal weather conditions, including exposure to hot weather, insects and pests.

Recreation positions are limited part time seasonal positions that do not accrue paid vacation, personal or sick time. Employees are expected to follow their appointed scheduled work days and work hours. Exceptions, other than being out sick, to the posted work schedule must be approved at least one week in advance to ensure the directors of either beaches or parks can find appropriate replacements for your scheduled hours.